

Navy Mobilization Processing Site Norfolk, Virginia



Mobilization Brief

Welcome To Navy Mobilization Processing Site (NMPS) NORFOLK, VA

NMPS CHAIN OF COMMAND

- GUIDANCE
- INSTRUCTION
- SCREENING
- INFORMATION

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- ✍ Preparation for mobilization
- ✍ NMPS INFO
 - GUIDANCE
 - INSTRUCTION
 - SCREENING
 - INFORMATION

NMPS CHAIN OF COMMAND

OFFICER IN CHARGE

LT RODRICK LINDSEY
(757)445-2435

DSN: 565

AOIC

LT CHERYLL HAWTHORNE
(757)445-6960

TPU SUPPORT

GMC JIM BORTON
(757)445-6960

LPO

YN1 MARK COLLINS
(757)444-9171/1333

PSD LPOs

PN1 MARSHA WADOWSKI
DK1 DOMINICK PAMPINO
(757)445-5305

NMPS INFORMATION

- Hrs of Operation (0730 - 1600)
- Phone number: (757) 444-3294/9171
- Fax: (757) 445-8595/2436
- CDO Phone: (757) 438-3375
- TPU quarterdeck (after 1600):
(757) 444-1640

Mandatory Daily Musters

**0730 and 1500
or as directed by NMPS staff.**

**You are assigned to NMPS
throughout your processing.**

**You must check in/out with a process manager
before and after completing each phase of your
processing, i.e. medical, dental, PSD.**

NMPS TIMELINE

Check-In Process

- Turn in Original Orders, Service Record, NRA Checklist, Dental and Medical Records

NMPS Indoctrination Brief

- Complete in-processing paperwork

Mandatory Indoctrination Briefs

- Legal Brief
- Fleet & Family Service Center Brief
- Red Cross Brief
- Tricare Enrollment

AVERAGE PROCESSING TIME

- ✍ Two to five days depending on member's status. Medical issues, i.e. glasses, gas mask inserts, immunizations or laboratory tests can cause delays. Be aware of your issues. It is your responsibility to assist us in your process.

✍ OUTCONUS Delays

- Current Passport and Visa (if required)
- Glasses & Gas Mask Inserts (1 - 2 day turnover)
Current prescription must be within two years
- Clearance by Gaining Command Medical for existing conditions.
- All medical results for laboratory tests must be received prior to being cleared by medical personnel. Example: HIV, PPD, Lipids, PAP Smear, mammogram, etc.

Mobilization Policy and Guidelines require all laboratory results to be completed prior to the member clearing the mobilization process. A member must complete processing in order to have an open pay account.

NMPS TIMELINE continued

- Medical/Dental Services (screening results)**
- Be aware that the Dental Clinic closes for lunch between 1130-1230.**
- Active Duty ID CARD (You will need a copy of your original orders)**
- Legal Services (if applicable)**
- PSD (Travel and Pay Established)**

CHECK IN

 NMPS MOBILIZATION CHECKLIST

 PROCESSING INFO

 PASSPORTS

 DOG TAG REQUEST

 FIREARMS/AMMUNITION AUTH

 EXIT SURVEY

NMPS MOBILIZATION CHECKLIST

- Secure signature for all sections
- Submit checklist to Processing Center for final signature
- Receive copy of completed checklist

Complete the forms for each of the following:

 PROCESSING INFO

 PASSPORTS


 DOG TAG REQUEST

 FIREARMS/AMMUNITION AUTH

 EXIT SURVEY

PSD PROCESSING

 FORM W-4

 DIRECT DEPOSIT

 STATE OF LEGAL RESIDENCE

 SERVICE RECORD COLLECTION

Items to be collected:

Endorsed copy of orders

NRA checklist.

Dental records.

Medical records

Medical forms

Service records

RENTAL CARS OR POVs

Rental Cars - You are NOT entitled to a rental car if not stated in your orders:
“Authorized reimbursement for transportation at intermediate and the ultimate duty stations according to JFTR U3510 when no government transportation available.” Your orders must specifically state that you are authorized a rental car in order to be reimbursed.

Privately Owned Vehicles - If members have POVs or rental cars, a vehicle registration sticker or temporary pass is required to obtain access to the base.

PSD Information

Your LES and travel liquidations can be accessed through “myPay”. Go to:
<https://mypay.dfas.mil/mypay.asp>

Make sure your page 2 and SGLI is updated.

Required PSD Forms:

 Direct Deposit Form

 W4

 State of Legal Residence

 Lease/Mortgage Agreement

 Clothing Allowance Request

Thrift Savings Plan

Per NAVADMIN 258/01 022110Z OCT 01 & 022112Z OCT 01, members of the Ready Reserve who are called to active duty for a period of more than 30 days, may elect to contribute to TSP within 60 days of your change in status.

“Para 10: Navy members of the Ready Reserve who are ordered to perform periods of continuous active duty greater than 30 days may make TSP elections outside of an open season provided such elections are made within 60 days of the beginning of the active duty. Conversely, members on active duty who are subsequently assigned to the Ready Reserve in any pay status may make TSP elections outside of an open season, provided such elections are made within 60 days of the beginning of their Ready Reserve status.”

Support Services

Reservists who are eligible for per diem are expected to pay for berthing, as well as meals at the galley.

Billeting

- Per Diem rooms are approximately \$16 (BEQ/BOQ) - Members who do not have a government travel card need to notify an NMPS staff member after the briefs.

Messing - Hours of Operation ** No bags allowed in galley

Breakfast \$1.35/\$1.60

M-F 0530-0730 Sat/Sun 0700-0800

Lunch \$2.70/\$3.25

M-F & Sun 1030-1230 Sat 1100-1230

Dinner \$3.70/\$4.45

M-Sun 1600-1730

Food Services available at Building C-9

TRICARE DENTAL BENEFITS

- ✍ RECALLED FOR MORE THAN 30 DAYS -- IF PREVIOUSLY ENROLLED, RESERVE BENEFITS WILL STOP AND YOU WILL BE COVERED UNDER ACTIVE DUTY.
- ✍ IF NOT PREVIOUSLY ENROLLED, YOU MAY ENROLL FAMILY MEMBERS AT ACTIVE DUTY RATE WITHIN 30 DAYS FROM DATE OF ACTIVATION. FOR ENROLLMENT AND BILLING QUESTIONS CALL 1-888-622-2256.
- ✍ UPON DEACTIVATION, YOU WILL BE AUTOMATICALLY REENROLLED IN THE RESERVE DENTAL PROGRAM.
- ✍ UPON DEACTIVATION, FAMILY RATES WILL RETURN TO PREDEPLOYMENT AMOUNT.

ACTIVE DUTY REQUIREMENTS

 **Physical Readiness Test**

 **Advancement**

 **Evaluations/Fitness Reports**

Active Duty Requirements continued...

A TRICARE Representative will go over your enrollment options.

Tricare Standard is automatic for member & family members (family members must be listed on member's page two and must be in the Deers system) Tricare Prime must be applied for (Handouts); members & family are eligible after 30 days of active duty www.tricare.osd.mil/ Tricare Office is located at Branch Medical Center Sewells Point - Phone # 314-6534/6352

Dental: You must enroll & pay premiums for dependent coverage; be aware that premiums are different for active duty versus reserve.

ANTI-TERRORISM BRIEF

 Videos

 You May be the Target

 Out of Harms Way

Summary

Web sites:

www.nsa-norva.navy.mil

www.cnrma.navy.mil/reserveaffairs/mobilization

www.jag.navy.mil

**Email Point of Contact (for questions after
being mobilized):**

cnrmalacmob@nsn.cmar.navy.mil

QUESTIONS?

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